

EDITED TASK LISTING

CLASS: LEGAL ASSISTANT

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Assist departmental attorney in reviewing legal documents (such as motions, appeals, discovery, etc) to determine compliance with statutes, regulations, local rules, department policies, and other reference materials
2.	Assist departmental attorney with document review to determine completeness of final work product (cite checking, proof reading, Shepardizing, etc) utilizing Microsoft Office and online resources
3.	Perform preliminary evaluation of legislative bills to assist departmental attorneys in completing legal opinions regarding impact of legislation on the department utilizing online resources such as California Department of Corrections and Rehabilitation intranet and other state agency websites
4.	Assist departmental attorney during legal proceedings by coordinating witnesses, processing subpoenas, summarizing depositions, organizing exhibits, etc. by utilizing organizational skills and computer resources (i.e., Microsoft Office)
5.	Assist departmental attorney by gathering factual information and performing routine legal research including legislative history research, using computer databases (i.e., internet, Westlaw, ProLaw, etc), documents and library resources in preparation for meetings, court proceedings, and document preparation
6.	Assist departmental attorney by preparing drafts of pleadings (motions, complaints, charging documents etc) correspondence, fact sheets and reports, utilizing research tools, (i.e., Westlaw), state and federal codes, case law, legislative history, and departmental regulations, etc
7.	Assist departmental attorney with case management such as opening and closing files using departmental databases (i.e., Prolaw) and track cases including preparing and updating case status
8.	When delegated by the departmental attorney, acts as liaison for exchange of information with other legal teams and other divisions within the department and other state agencies utilizing effective communication skills and other departmental resources as applicable
9.	At request of departmental attorney prepare draft responses to inquiries from other parties to legal proceedings or members of the public (i.e., Public Records Act request) utilizing effective communication skills and computer based skills
10.	Coordinate and communicate as requested by departmental attorney with client, (regarding case status), and with state and federal courts, the State Personnel Board (SPB) and Department of Personnel Administration (DPA) concerning hearing notices, court filings, facsimile filing, and court call utilizing standard office equipment
11.	Assist departmental attorney with initial draft discovery documents and draft responses to discovery for review by departmental attorney by utilizing word processing programs and other resources